

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**

☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Louisiana Sugar Cane Foundation, Inc.

Travel date(s): Thursday, November 10, 2016 to Saturday, November 12, 2016

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$513.02	\$247.00	\$135.00	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if

necessary.): On Thursday we attended a tour of the USDA-ARS Sugarcane Research Laboratory and learned about the importance of varieties in sugar cane farming. We then went to the John Deere factory and learned how sugar cane combines were made. We then went to a local distillery that uses sugar farmed from sugar cane in the area.

On Friday, we started at a local sugar cane farm and learned how sugar cane is farmed. Next we went to a mill and learned the milling process. Lastly, we went to a refinery and learned about the refining and packaging part of the industry. We had dinner on Friday with local sugar cane industry stakeholders and farmers. Lastly, on Saturday, we had a wrap up meeting before departing for the airport.

11/16/2016

(Date)

Brian Garand

(Printed name of traveler)

Brian Garand

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/16/2016

(Date)

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Brian Garand

Employing Office/Committee: Senator Bill Cassidy

Private Sponsor(s) (list all): Louisiana Sugar Cane Foundation, Inc.

Travel date(s): Thursday, November 10, 2016 to Saturday, November 12, 2016

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Houma, LA; Thibodaux, LA; Labadieville, LA; Chalmette, LA; New Orleans, LA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I will be educated on the inner workings of the Louisiana sugar industry, an important industry for the state of Louisiana.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

10/5/2016
(Date)

Brian Garand
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Bill Cassidy hereby authorize Brian Garand
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☒

10/5/2016
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Louisiana Sugar Cane Foundation, Inc.
2. Description of the trip: Fact-finding, informational tour of the Louisiana sugarcane industry
3. Dates of travel: Thursday, November 10, 2016 to Saturday, November 12, 2016
4. Place of travel: Houma, LA; Thibodaux, LA; Labadieville, LA; Chalmette, LA; New Orleans, LA
5. Name and title of Senate invitees: see attached list
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Louisiana Sugar Cane Foundation is the sole sponsor.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The mission of the Louisiana Sugar Cane Foundation is to increase public awareness of the

Louisiana sugar industry through educational and stewardship opportunities.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the seventh trip that the Louisiana Sugar Cane Foundation has sponsored. The first trip was held in November, 2009.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Foundation supports Ag in the Classroom (a program sponsored by the Louisiana Farm Bureau),
the Ag Leadership program sponsored by the LSU AgCenter, and other scholarships to Louisiana
state universities.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$613.00	\$245.00	\$158.75	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves events that are arranged and organized specifically with regard to
congressional participation.

18. Reason for selecting the location of the event or trip

To provide first-hand knowledge and experience of the inner working of the Louisiana sugar industry.

19. Name and location of hotel or other lodging facility:

Hampton Inn, Thibodaux, LA

Astor Crowne Plaza, New Orleans, LA

20. Reason(s) for selecting hotel or other lodging facility:

1. Located on the tour route and in the Bayou Lafourche sugar region.

2. On route and close proximity to the site where sugarcane was first grown by the Jesuit priests

on Baronne St.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses should be in range with the official Federal Government rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach class airfare on American airlines and a 28-passenger mini-coach for local travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Kenneth Gravois

Name and Title: Kenneth Gravois, President

Name of Organization: Louisiana Sugar Cane Foundation, Inc.

Address: P. O. Box 874, Thibodaux, LA 70302-0874

Telephone Number: 225-281-9472

Fax Number: _____

E-mail Address: lscf@bellsouth.net

LOUISIANA
SUGAR CANE
FOUNDATION



LOUISIANA SUGAR CANE FOUNDATION, INC.

P. O. Box 874
Thibodaux, LA 70302
e-mail: lscf@bellsouth.net

Kenneth Gravois, President
Daniel Viator, Secretary
Mike Sternfels, Treasurer

September 27, 2016

To Prospective Tour Participants –

The Louisiana Sugar Cane Foundation, Inc., a non-profit organization founded to increase public awareness of the Louisiana sugar industry through education and stewardship opportunities, is sponsoring a congressional staff trip to Louisiana on November 10-12, 2016. The purpose of the trip is to give staffers an opportunity to tour the Louisiana sugar industry to gain firsthand knowledge of sugarcane research, harvesting and processing operations, and to discuss the impact of the sugar industry on Louisiana.

The Foundation would like to extend an invitation to you to participate in this trip. As a tour participant, you will depart from Ronald Reagan National Airport on US Air flight # 5145 on Thursday, November 10, 2016 at 8:40 a.m., arriving in New Orleans International Airport at 10:37 a.m. From New Orleans, you will ride by chartered bus approximately one hour to the USDA-ARS Sugarcane Research Laboratory in Houma for a luncheon presentation outlining the history of the Louisiana sugar industry. After lunch, tour participants will be given a tour of the facility. This tour will focus on the research to improve sugarcane production practices to help farmers manage risks through improved plant breeding and varietal selection. You will depart Houma for Thibodaux to tour the John Deere Thibodaux plant, which manufactures cane harvesting machinery. Hotel accommodations for Thursday evening will be at the Hampton Inn in Thibodaux and a dinner is scheduled at 6:00 p.m. at the Donner-Peltier Distillery. The distillery uses raw sugar and molasses produced by Lafourche Sugars for the production of their rum products. You will return to the Hampton at 8:45 p.m.

On Friday, tour participants will be given a tour of farming operations in Labadieville, followed by a tour of Lafourche Sugars, a raw sugar factory, in Thibodaux to experience the steps needed to make raw sugar from sugarcane. Lunch will be served at Lafourche Sugars. Here Dr. Mike Salassi, an agricultural economist with the LSU Ag Center will discuss the impact of the sugar industry on the Louisiana economy. Following lunch, you will travel to American Sugar Refinery (Domino Sugar) in Chalmette. Here you will see the process of producing refined sugar from raw sugar. After departing this tour, you will arrive at the Astor Crowne Plaza in New Orleans where you will be staying for the night. That evening, dinner will be provided at a nearby restaurant. On Saturday morning, breakfast will be provided at 7:30 a.m. in a designated room of the Crowne Plaza. At 8:30 a.m., a shuttle will transport you back to the New Orleans airport for your USAirways flight #5145 departing New Orleans at 11:05 a.m. arriving Washington Reagan at 2:30 p.m. The Foundation will assume all travel, lodging and meal expenses associated with the trip. Vouchers will be distributed to cover the costs of local transportation to and from National Airport.

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STAFFER NAME	SENATE OFFICE
Joseph Shultz	Senate Ag Committee
Joel Leftwich	Senate Ag Committee
Jacqlyn Schneider	Senate Ag Committee
Katie Naessens	Senate Ag Committee
Janae Brady	Senate Ag Committee
Darin Guries	Senate Ag Committee
Kyle Varner	Senate Ag Committee
Ashley McKeon	Senate Ag Committee
Anne Knapke	Senator Amy Klobuchar (D-MN)
Bill Sweeney	Senator Debbie Stabenow (D-MI)
Matt VanKuiken	Senator Debbie Stabenow (D-MI)
Arian Beckwith	Senator John Boozman (R-AR)
Devin Mogler	Senator Joni Ernst (R-IA)
Towers Mingledorff	Senator Thom Tillis (R-NC)
Emily Lavery	Senator Tim Scott (R-SC)
Spencer Pederson	Senator Tim Scott (R-SC)
Patricia Boh	Senator Tom Cotton (R-AR)
Samuel Beaver	Senate Finance Committee
John Porter	Senator John Cornyn (R-TX)
Judd Gardner	Senator Jerry Moran (R-KS)
Brita Endrud	Senator John Hoeven (R-ND)
Brian Garand	Senator Bill Cassidy (R-LA)

**ITINERARY FOR
CONGRESSIONAL STAFF TOUR
(November 10-12, 2016)**

Thursday, November 10, 2016

- 8:30 a.m.** Group leaves on American airlines flight # 5145 from Washington-Reagan National Airport.
- 10:40 a.m.** Group arrives New Orleans International Airport.
- 10:50 a.m.** Group Leaders will pick up the group at the New Orleans Airport and transport the group for the duration of the trip.
- 12:00 p.m.** Lunch and tour briefing at the USDA-ARS, Sugarcane Research Laboratory in Houma. During this lunch, a briefing on the history of the Louisiana sugarcane industry and a description of the process of creating sugar from cane will be provided.
- 1:00 p.m.** Tour the USDA-ARS, Sugarcane Research Laboratory. This tour will focus on the research to improve sugarcane production practices to help farmers manage risks through improved plant breeding and varietal selection.
- 2:30 p.m.** Depart for a tour of the John Deere Thibodaux Factory
- 3:00 p.m.** Arrive at John Deere Thibodaux Factory, the largest producer of sugarcane harvesting equipment and a driving force of the local economy.
- 4:30 p.m.** Depart John Deere Thibodaux Factory for the Hampton Inn in Thibodaux.
- 4:45 p.m.** Arrive at the Hampton Inn in Thibodaux.
- 6:00p.m.** Depart for dinner and tour of the Donner-Peltier Distillery. This distillery uses raw sugar and molasses produced by Lafourche Sugars for the production of their rum products. Here there will be presentations from growers and processors detailing important sugar industry issues. Dinner will be served consisting of Louisiana delicacies.
- 8:30 p.m.** Depart from the Donner-Peltier Distillery for the Hampton Inn in Thibodaux.
- 8:45 p.m.** Arrive at Hampton Inn for the night.

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